

COMMUNITY FACILITIES PROGRAM PRE-APPLICATION PACKET CHECKLIST

The following is a list of items you will need to review, complete, and send in for our review to be considered a pre-application request. As a service to our customers, we are providing electronic forms and files that can be filled out on and printed from a computer (fillable forms). These files can be found on the Internet at 'www.rurdev.usda.gov/wi'.

<u>Name</u>	<u>Special Notes</u>	<u>Electronic File Name</u>
1. Pre-Application Checklist		checklst.pdf
2. Application for Federal Assistance	Please be sure to insert the IRS tax number in Block 6 of the form.	sf424.pdf
3. Budget Information	Please note that there are different versions for non-construction (form a) and construction (form c) applications.	sf424a.pdf sf424c.pdf
4. Assurances	Please note that there are different versions for non-construction (form b) and construction (form d) applications.	sf424b.pdf sf424d.pdf
5. Clearinghouse Comments	You will need to provide a copy of the Clearinghouse comments received on the proposed project. Note that you will need to provide the Clearinghouse for your area a brief description of the proposed project. A list of Clearinghouse addresses for the state is provided.	clearing.pdf
6. Non-Availability of Other Credit		guide4.pdf
7. Preliminary Architectural Feasibility Report	Including a preliminary operating budget on the proposed facility.	guide6.pdf
8. Financial Statements	A copy of the past 5 years financial statements, including audits, if available for the applicant.	
9. Certifications	1. Articles of Incorporation - Current certification by Secretary and President 2. By-Laws - Current certification by Secretary and President 3. Current certification of Good Standing from the Department of Financial Institutions for the applicant identified in item 2 (if organized as a corporation)	certsmpl.pdf
10. Debt Collection Improvement Act Information	Required information by the Debt Collection Improvement Act of 1996.	debttact.pdf
11. Key Personnel Listing		person.pdf
12. Mailing Address	Rural Development ATTN: Business and Community Programs 4949 Kirschling Court Stevens Point WI 54481	